WEB AUTHORING

Microsoft® FrontPage® 2000

040116

PURPOSE

- This introduction will provide an overview of Web development and publishing using the USMC Standard Web maintenance tool
- At the end of this class, you will be able to create, publish and maintain a web site
- This class assumes familiarity with the use of Microsoft Office and general computer networking concepts

REFERENCES

MSTP

USMC Publications/Regulations

- MCO 5720.26 Web Page Style Guide
- MCWP 3-40.2 Information Management Guide
- MCRP 6-23A Multi-service Procedures for JTF Information Management
- MSTP 6-4 Internets and Intranets in Support of MAGTF Operations

Books

- ISBN 0-7897-1910-X Using FrontPage 2000 SE
- ISBN 0-672-31675-7 FrontPage 2000 Unleashed
- ISBN 0-7645-3313-4 The FrontPage 2000 Bible
- ISBN 0-07-211939-X FrontPage 2000 The Complete Reference

Internet

- http://www.microsoft.com/frontpage/
- http://officeupdate.microsoft.com/welcome/frontpage.asp

GETTING ANSWERS

http://office update.Microsoft.com/welcome/FrontPage.asp

F1 **Shift+F1**

Help

?

?

http://www.mstp.quantico.usmc.mil

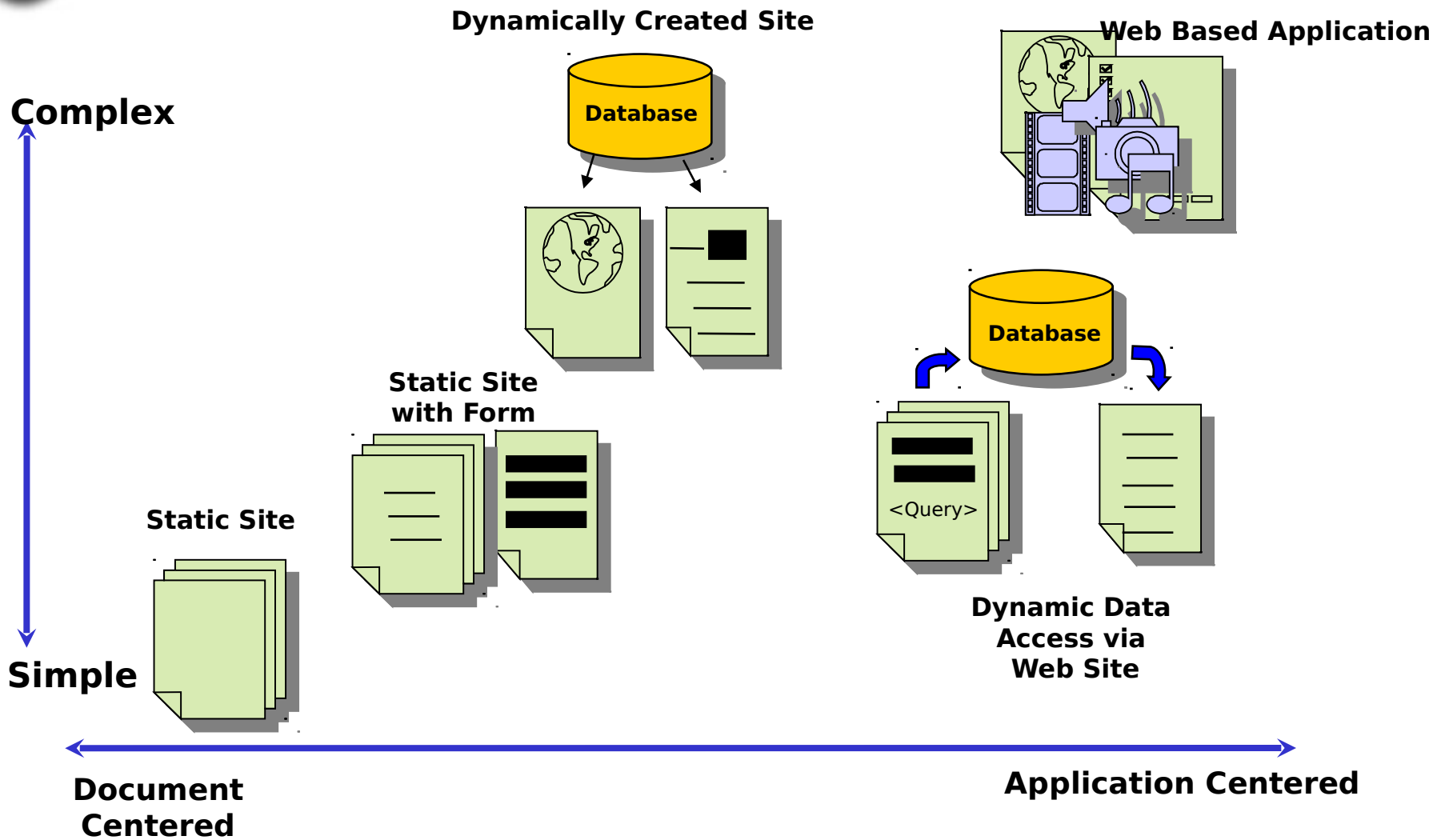
RESPONSIBILITIES

- IM Plan is foundation for site content!
  - Unit SOP/Annex U/Annex K
- Webmaster – G6
  - Overall Responsibility of the Website
    - Security
    - Training
    - Theme and scheme (look & feel)
    - Common resources (search, links, etc)
- Web Editors - Functional Sections
  - Identify content
  - Maintain their section
- Information Management Officer
  - Link between the two
  - T/O Billet at MEFs/MARFORs (Additional duty below)

GOOD WEB DESIGN

1. Create clear visual hierarchy
2. Break pages up into clearly defined areas
3. Minimizes graphics
4. Make it obvious what’s click able
5. Omit needless words
6. Keep the noise to a dull roar

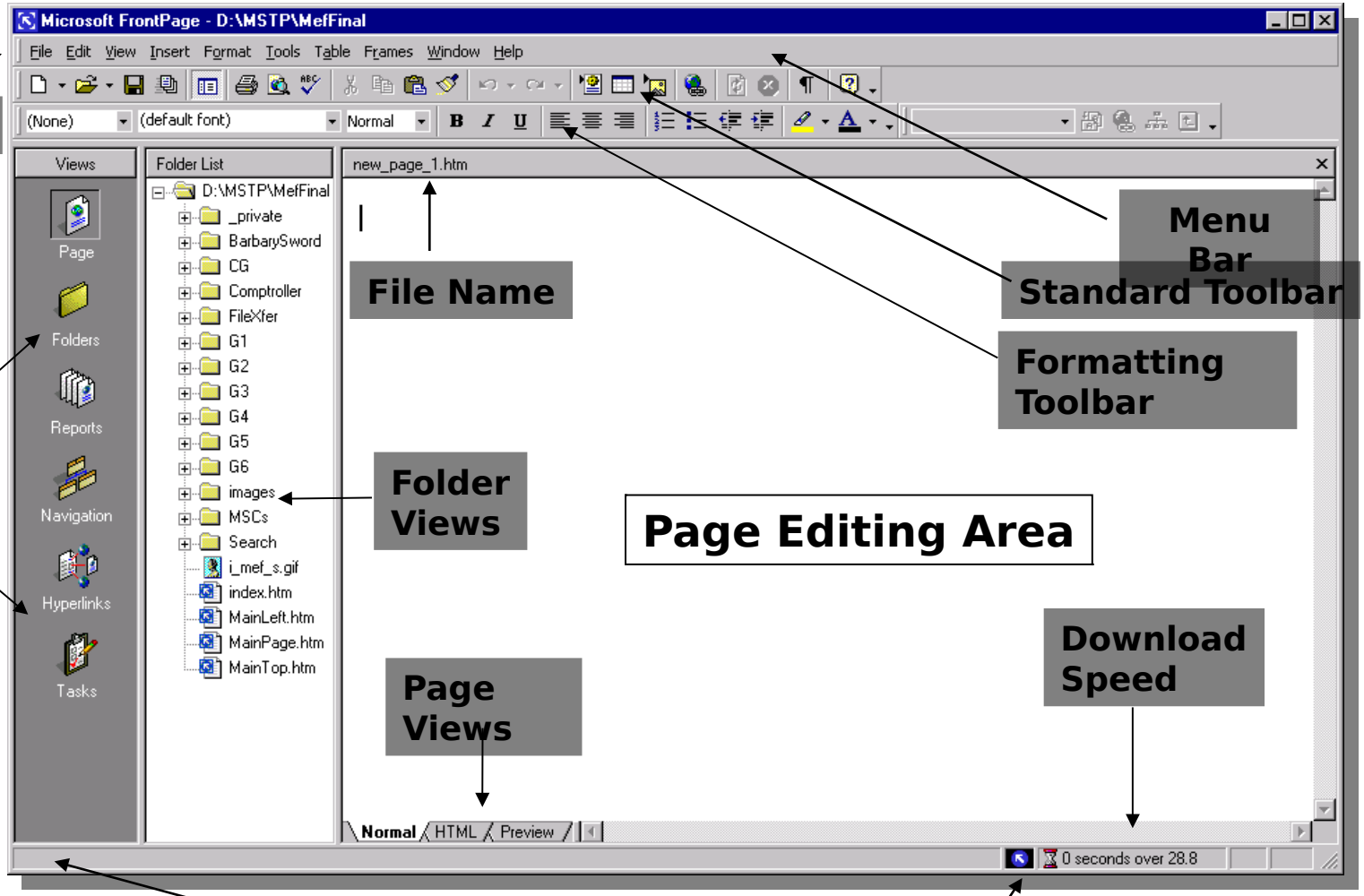
THE RANGE OF WEB SITES



"…BUT I DON'T HAVE A WEB SERVER"

- Windows
  - Personal Web Server
    - Windows 95
    - Windows 98
  - Peer Web Services
    - Windows NT Workstation
  - Internet Information Server
    - Windows NT Server
    - Windows 2000 Server, Professional
- Unix
  - Linux – Apache Server
  - Sun Sparcs
- <u>All of the above</u> can Use FrontPage Server Extensions

FRONTPAGE® 2000 WORKSPACE



Title Bar

Menu Bar

Standard Toolbar

Formatting Toolbar

File Name

Web Views

Folder Views

Page Editing Area

Download Speed

Page Views

Status Bar

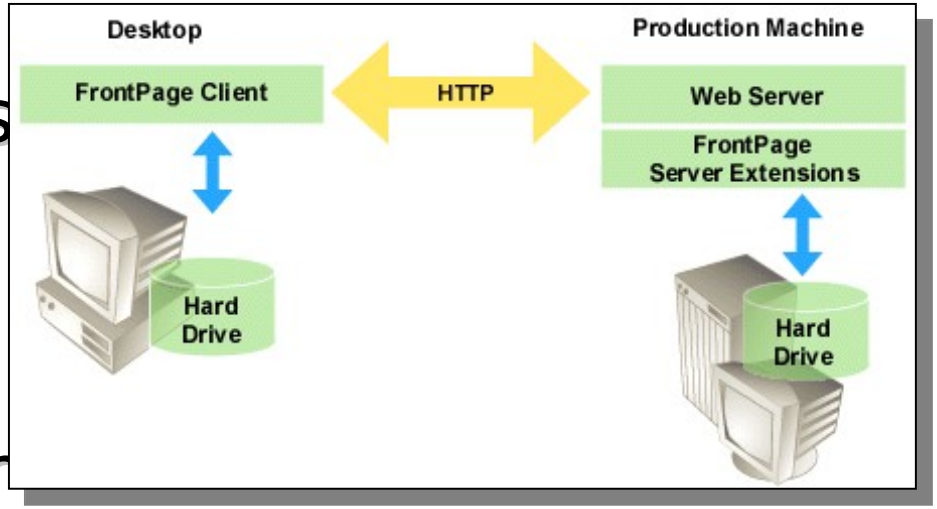
Process Indicator

TERMINOLOGY

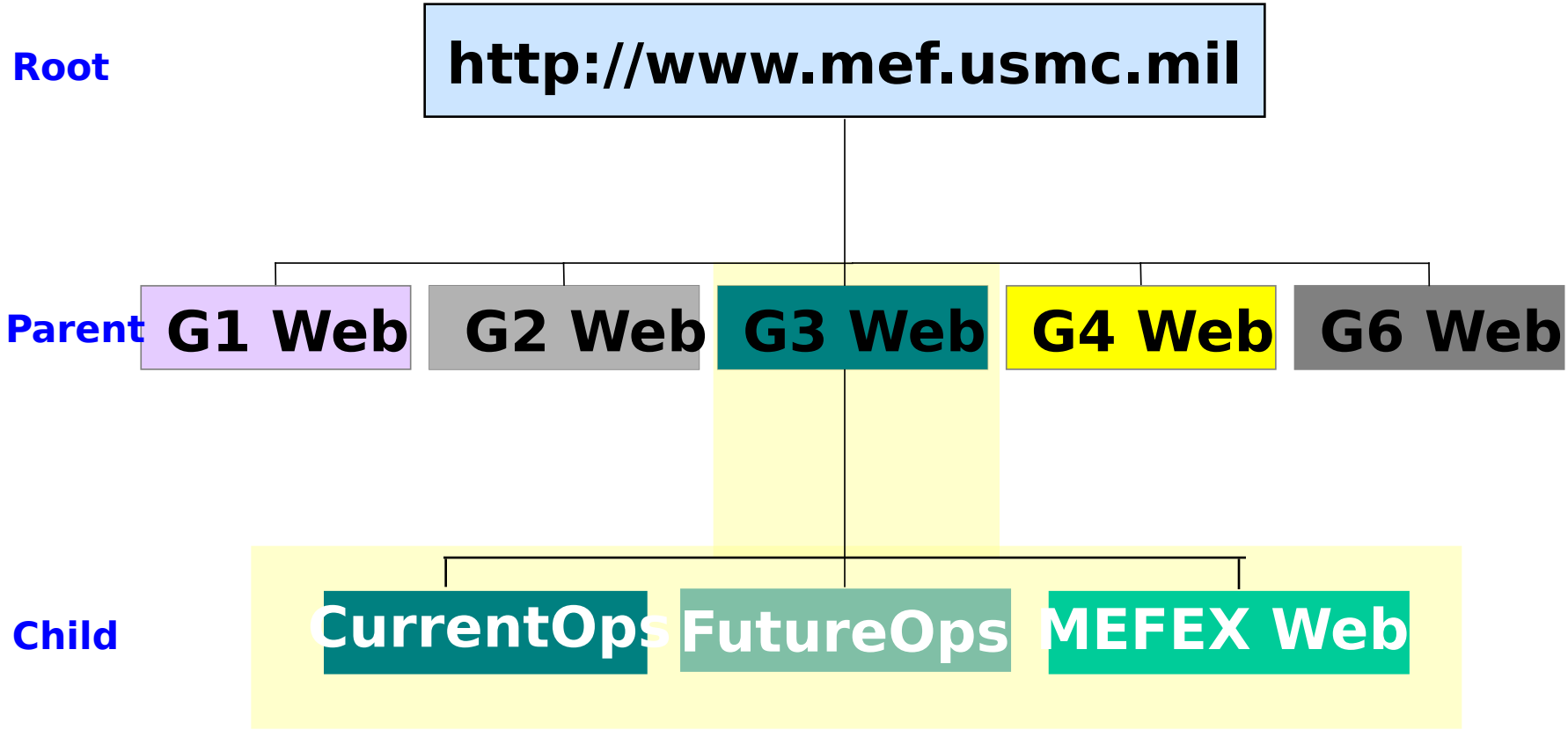
- Web: Microsoft Term
  - **Autonomous portion of website**
    - **Security, Schemes,Themes, etc**
  - **Essential for empowering users!**
- FrontPage Extensions: **Server side programs which allow publishing and other services**

FEATURES OF FRONTPAGE® 2000

- Web Authoring & Publishing
- Features
  - WYSIWYG Editor for Creating Pages
  - Drag & drop
  - Automated features
    - Navigation
    - Themes
    - Shared borders
  - Publishing to server



WEB ORGANIZATION



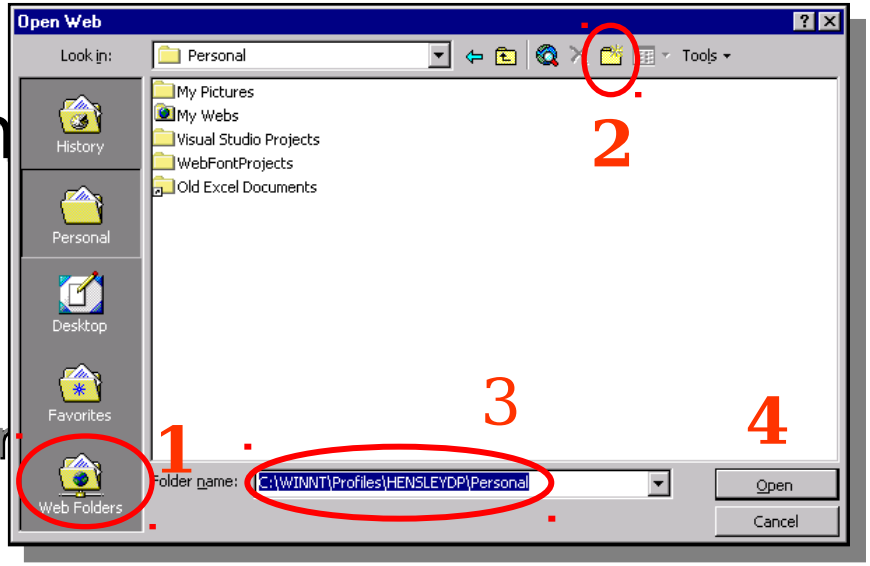
BUG!

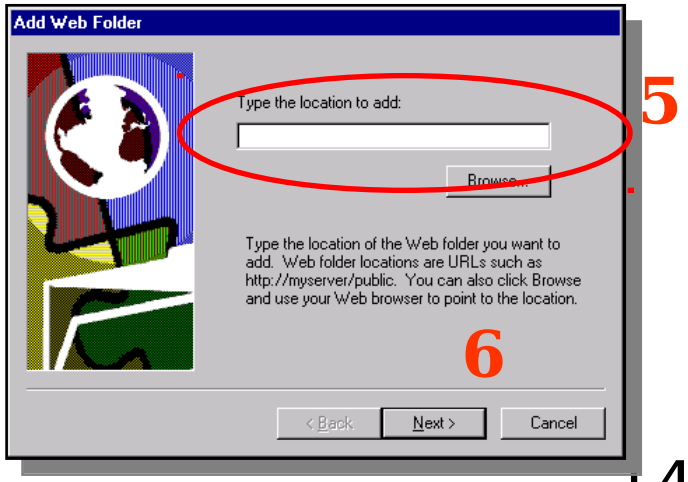
- FP2000 Extensions allow sub-webs
  - Unless you have privileges in “parent” web, FP2000 doesn’t allow you to open
- Work around
  - Create a webfolder
  - Then use webfolder to open

WEB FOLDERS A QUICK LESSON

1. Select Web Folders icon
2. Select New Folder icon
3. Enter URL

   http://training.mef.usmc.mil/[user
4. Click Open
5. Enter Descriptive Name
6. Click Next





LAB 1

- Open your FrontPage Web
- http://training.mef.usmc.mil/[username]

FRONTPAGE PERMISSIONS

- Part of FrontPage Server Extensions
- FrontPage Permissions
  - Browse
    - Open web and view
  - Author
    - Open, edit and save changes to web from within FrontPage
  - Administer
    - All of the above PLUS administer extensions via FrontPage!
- Usually Administered by Webmaster
  - May be delegated to each section's web editor

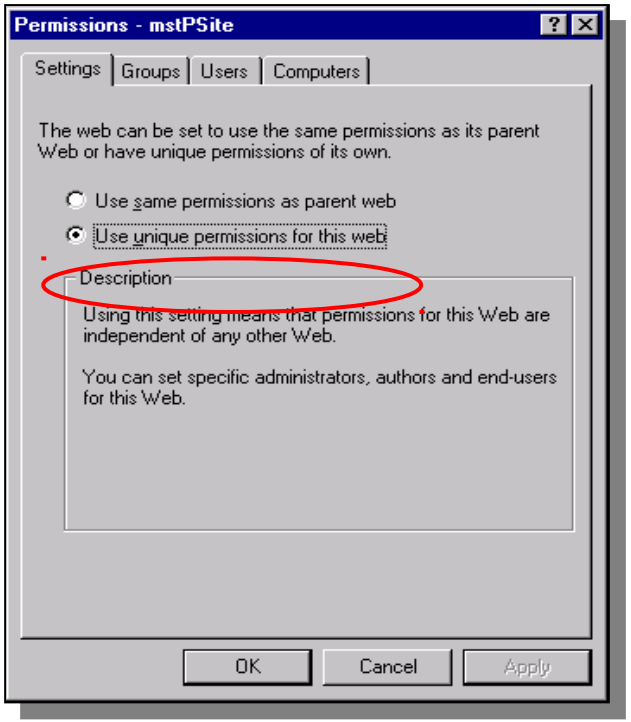
CONFIGURING PERMISSIONS

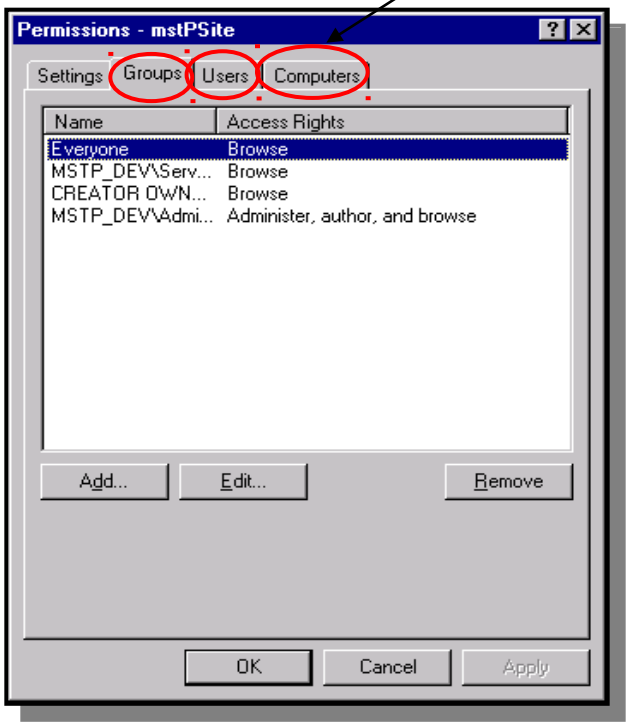
MSTP

Tool | Security | Permissions

– **Must be on-line**

Specific to NT Server





WEB AUTHORING

Design

Build

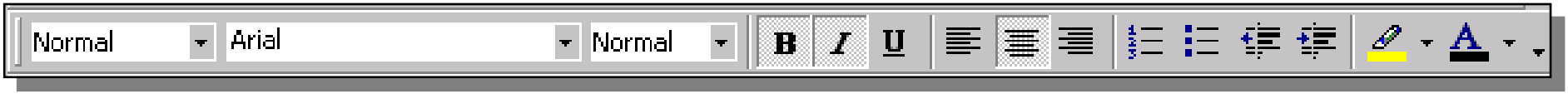
Publish

BUILDING A WEB PAGE

- Enter Text
- Insert a Graphic
- Insert Horizontal Rule
- Insert a Table
- Create a Hyperlink
- Structure Page Elements
- Save the Page

INSERTING TEXT

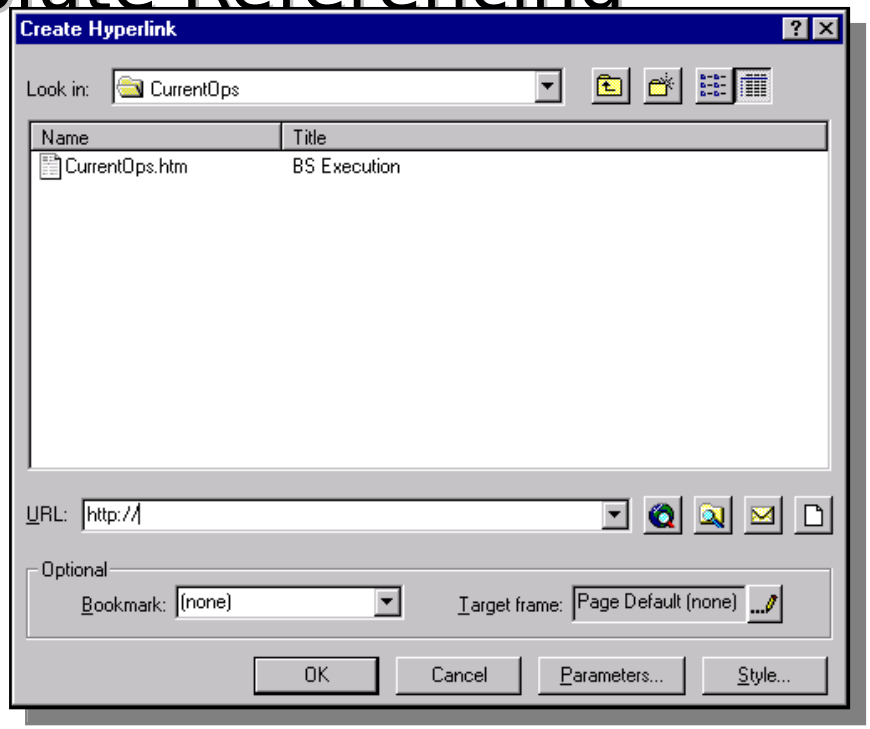
- Type Text
- Insert | File



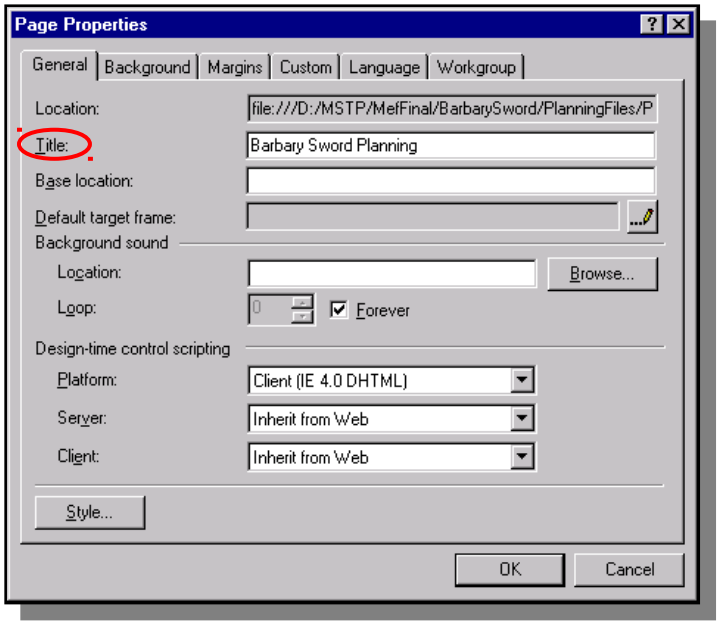
- Use Formatting Bar
  - Colors
  - Font
  - Size
  - Alignment

CREATING HYPERLINKS

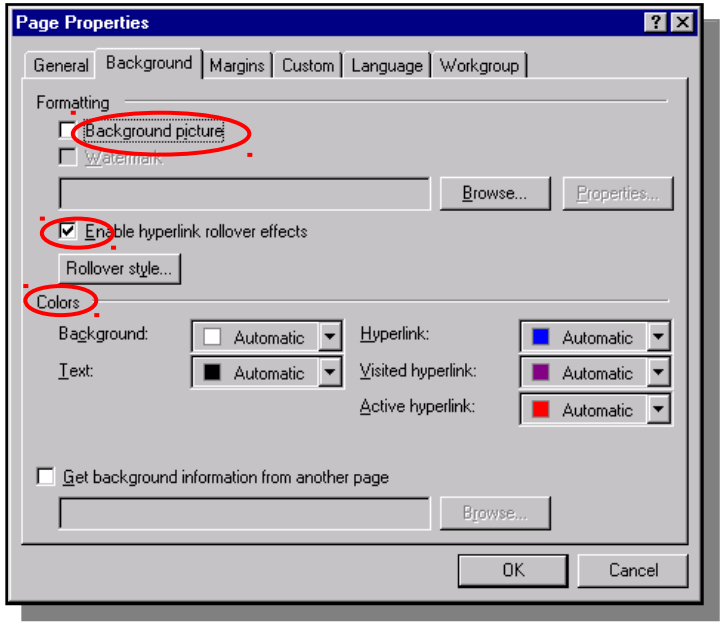
- Insert | Hyperlink
- Relative vs. absolute Referencing
- Bookmarks
- Target Frame
- mailto: tag



PAGE PROPERTIES



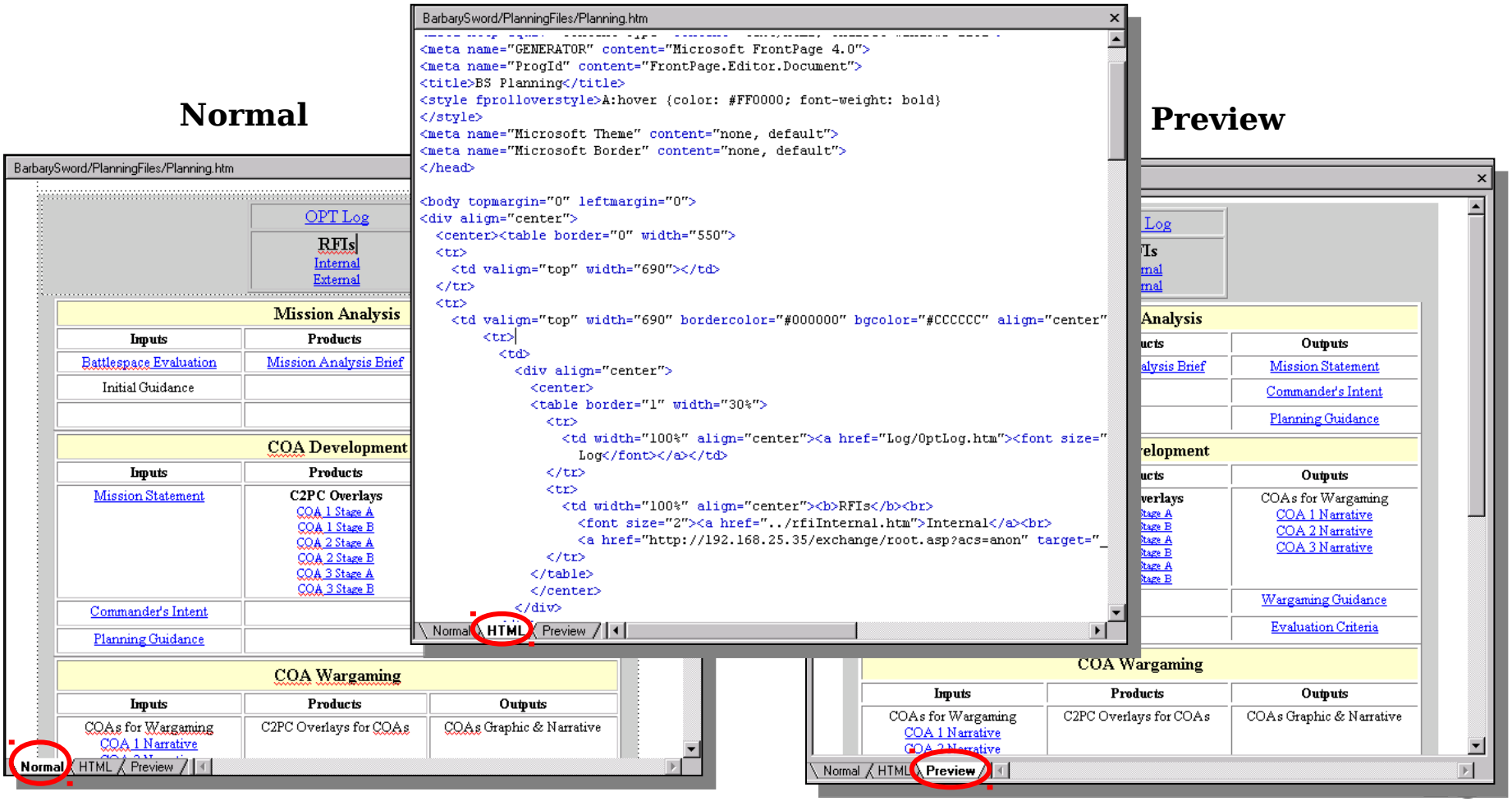
- Right Mouse Click
  - Page Properties
- Several items



PAGE VIEW OPTIONS

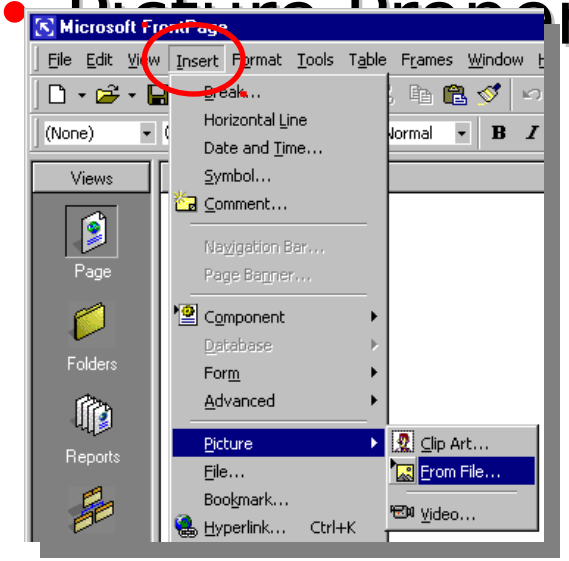
Three different ways to look at the current page

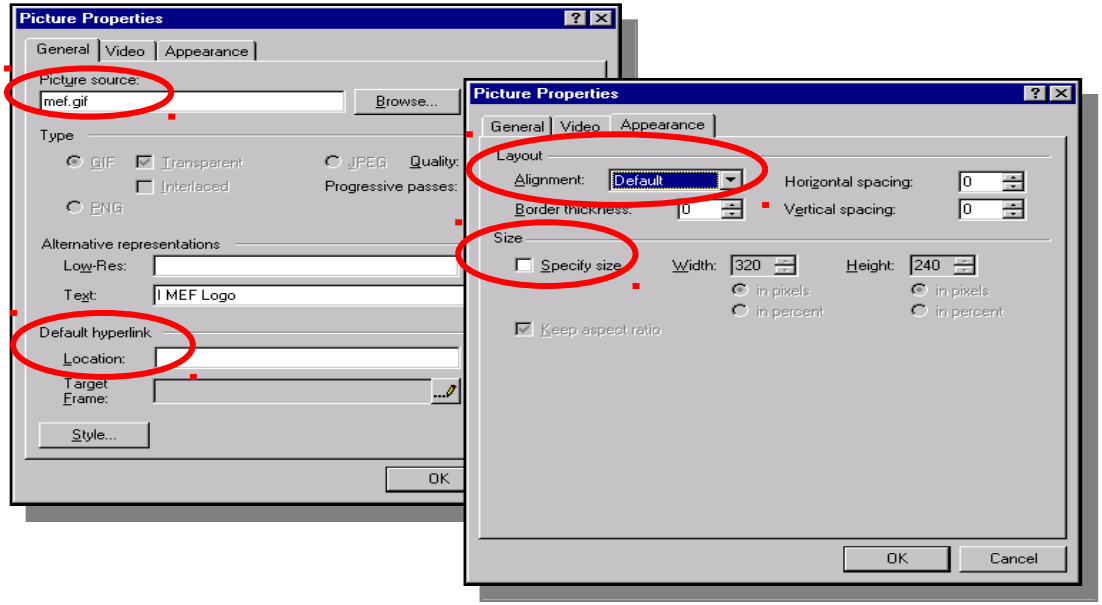
Normal **HTML** **Preview**



INSERTING GRAPHIC

- Insert | Picture | From File
- Picture Properties





LAB 2

Create and save a page

- Must have:
  - Text, graphics and hyperlink
- Link index.htm to this page
- Add a mailto: link
- Add bookmark to return to top of page

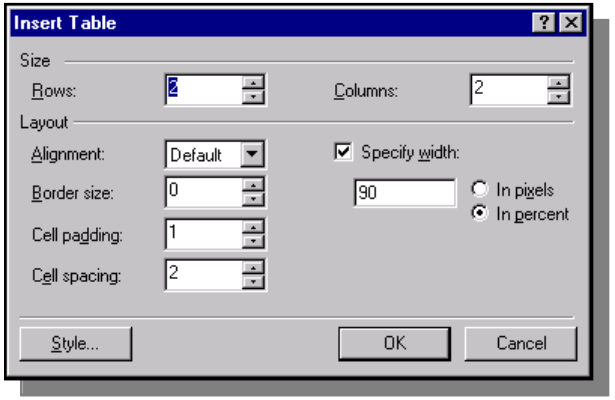
WORKING WITH TABLES

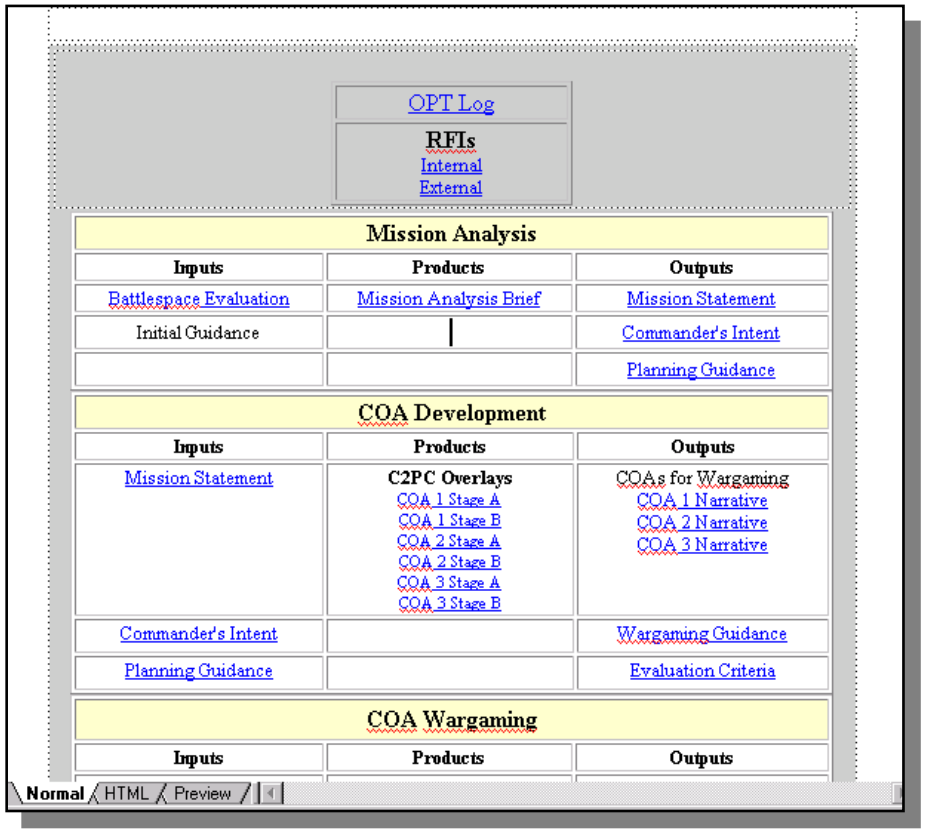
- Type & format text in cells
- Inserting graphics in cells
- Merging cells
- Borders, colors, and shading
- Distribute evenly
- Select
- Deleting

WORKING WITH TABLES

Table| Insert | Table

- **Powerful formatting tool**
- **Used extensively**
- **Can nest tables**

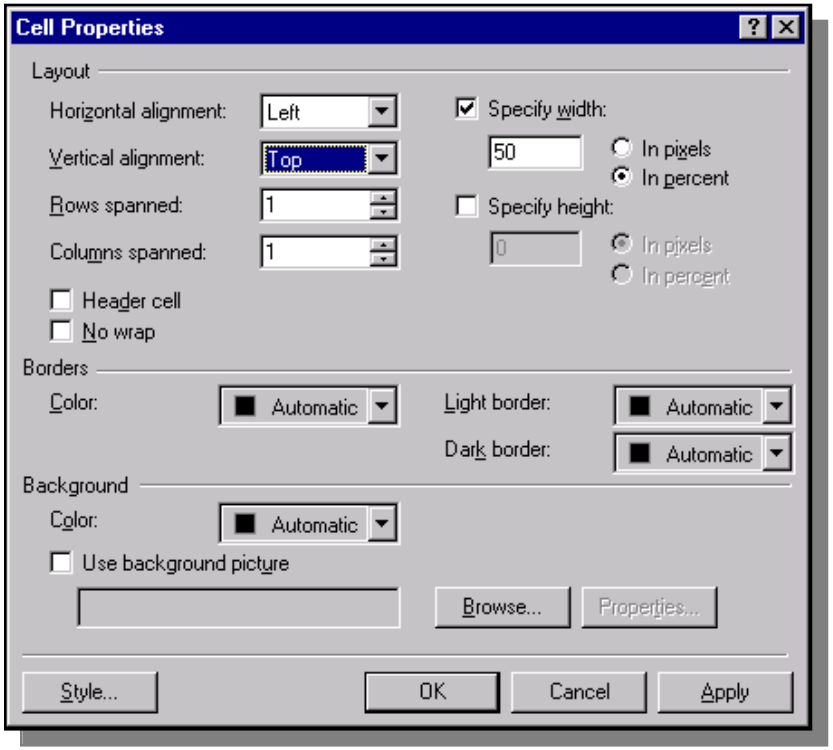




WORKING WITH TABLES

- Table Properties

- Cell Properties

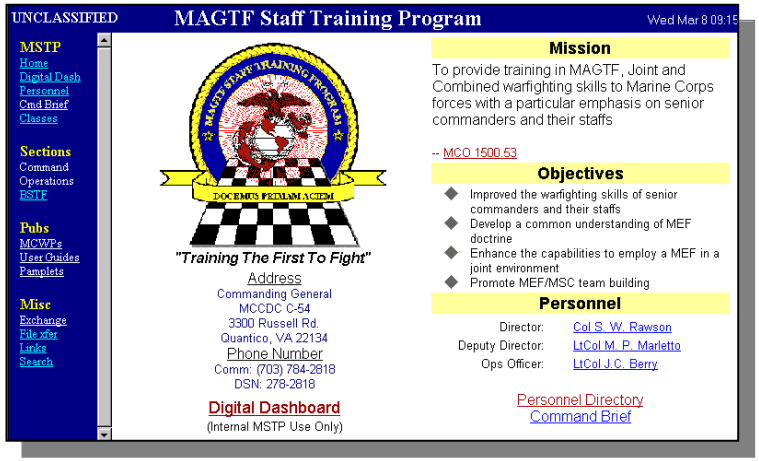


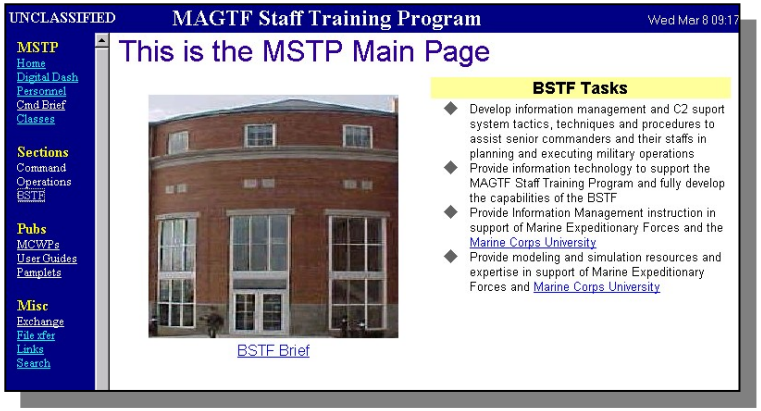
LAB 3

- Create a Table
  - Merged Cells
  - Text in Cells
  - Formatted Cells
  - Graphic in Cell
- Save as tablepage.htm
- Add link from index.htm to this page

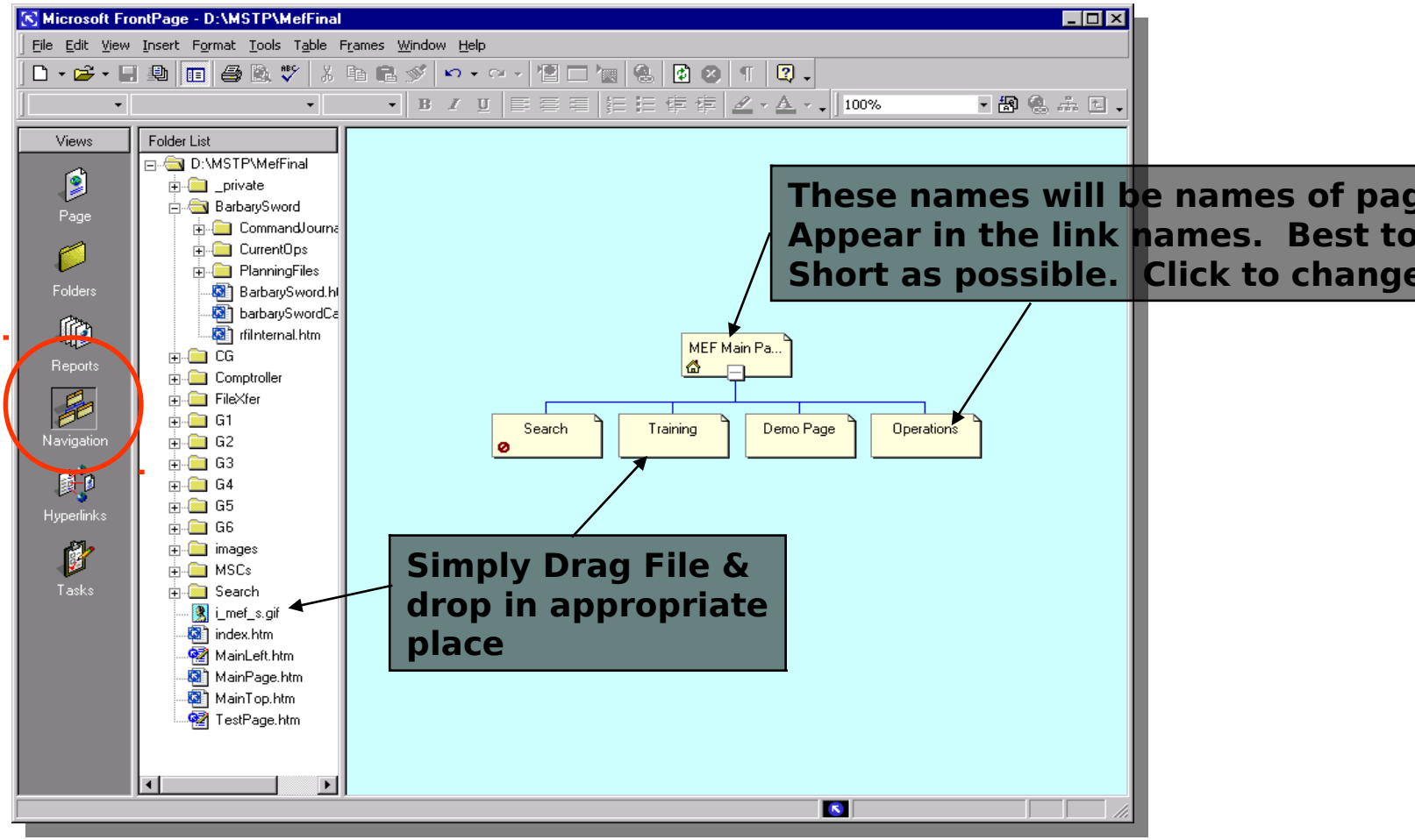
ACHIEVING COMMON LOOK & FEEL

- Appropriate use of:
  - Shared borders
  - Navigation
  - Frames
  - Centralized planning!





SETTING THE NAVIGATION OF SITE



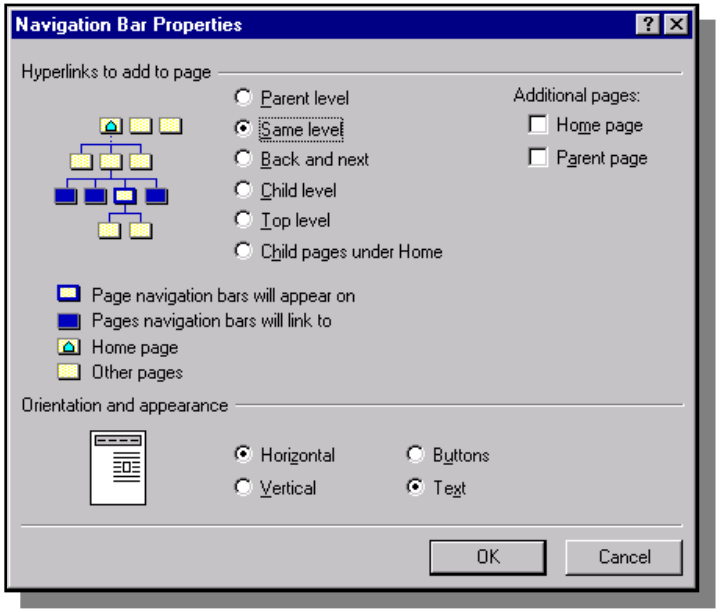
NAVIGATION BAR PROPERTIES

Steps

- Insert Navigation Bar
- Setup Navigation Structure
- Set Properties

Once created

- **Add**
- **Delete**
- **Move files**



Greatly enhances link maintena

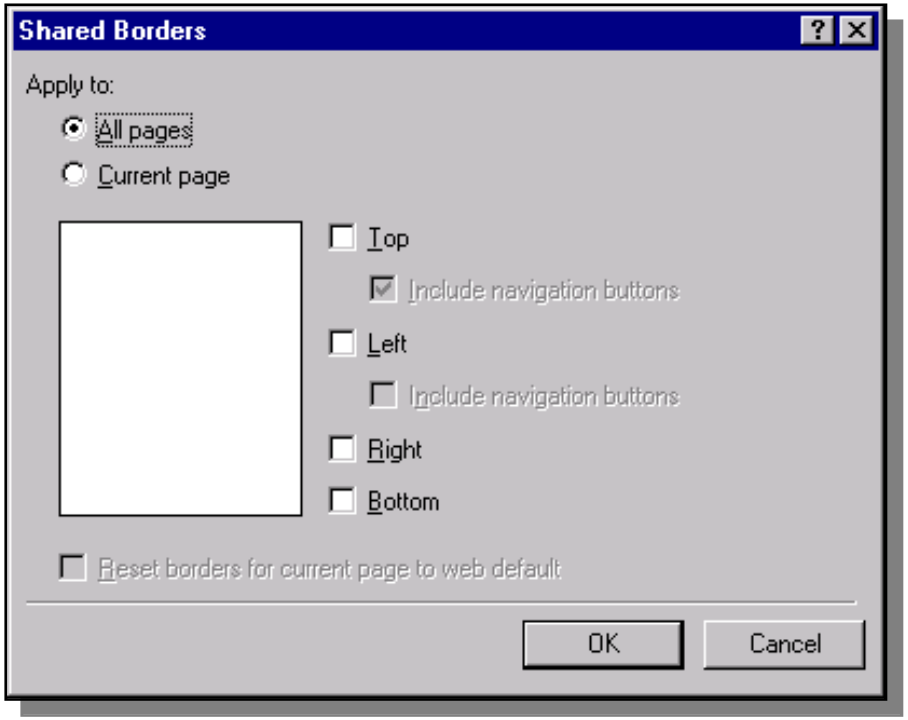
- **Dynamically updates**

SHARED BORDERS

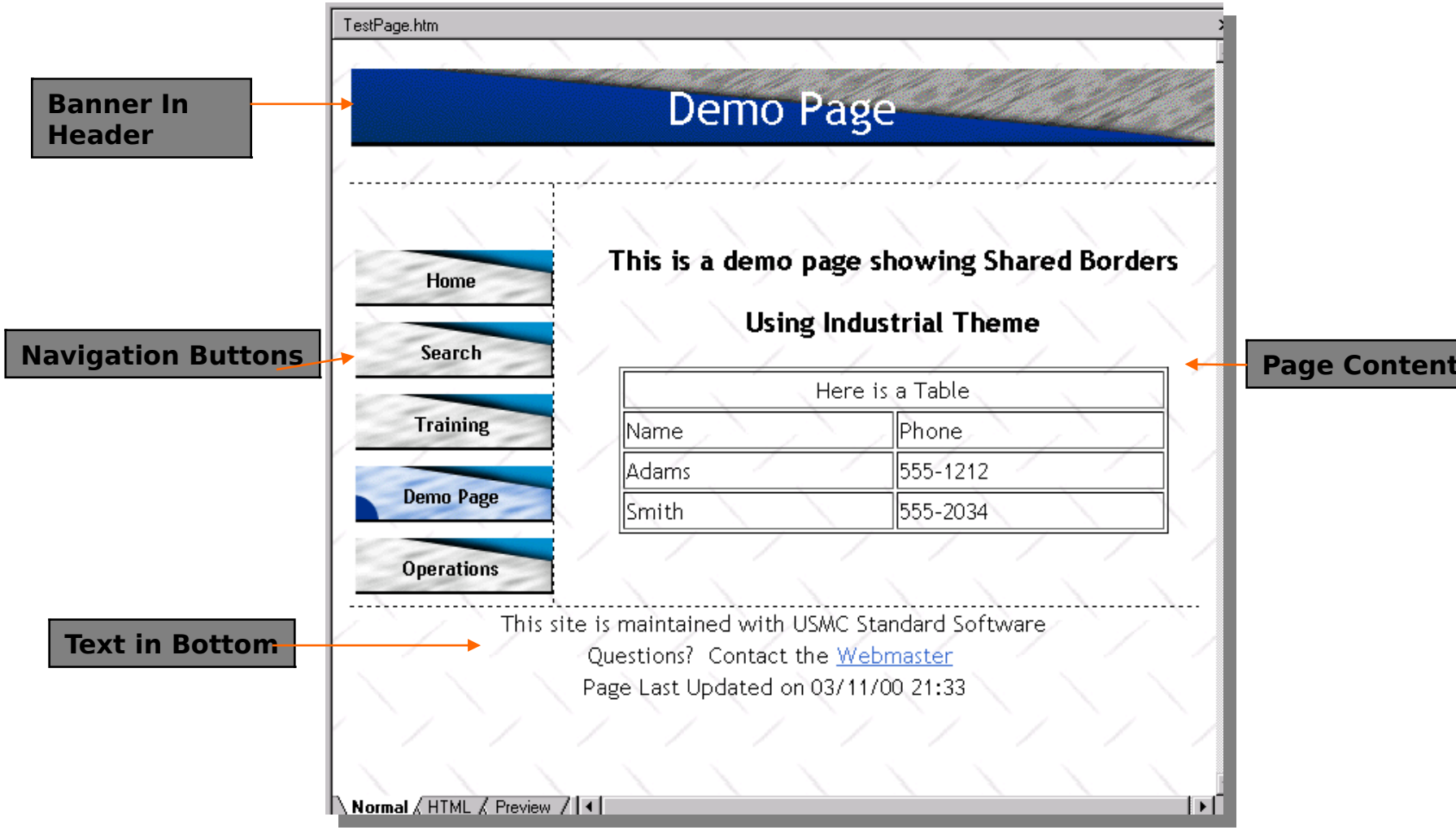
- Microsoft® FrontPage® Creation
  - FrontPage Server Extensions required
- Allows common elements to be defined for top, sides and/or bottom of page
  - Elements may be:
    - Text
    - Banners
    - Navigation bars
    - ANYTHING you want repeated!
- Minimal content in shared borders

CREATING SHARED BORDERS

Format | Shared Borders



ELEMENTS OF SHARED BORDERS

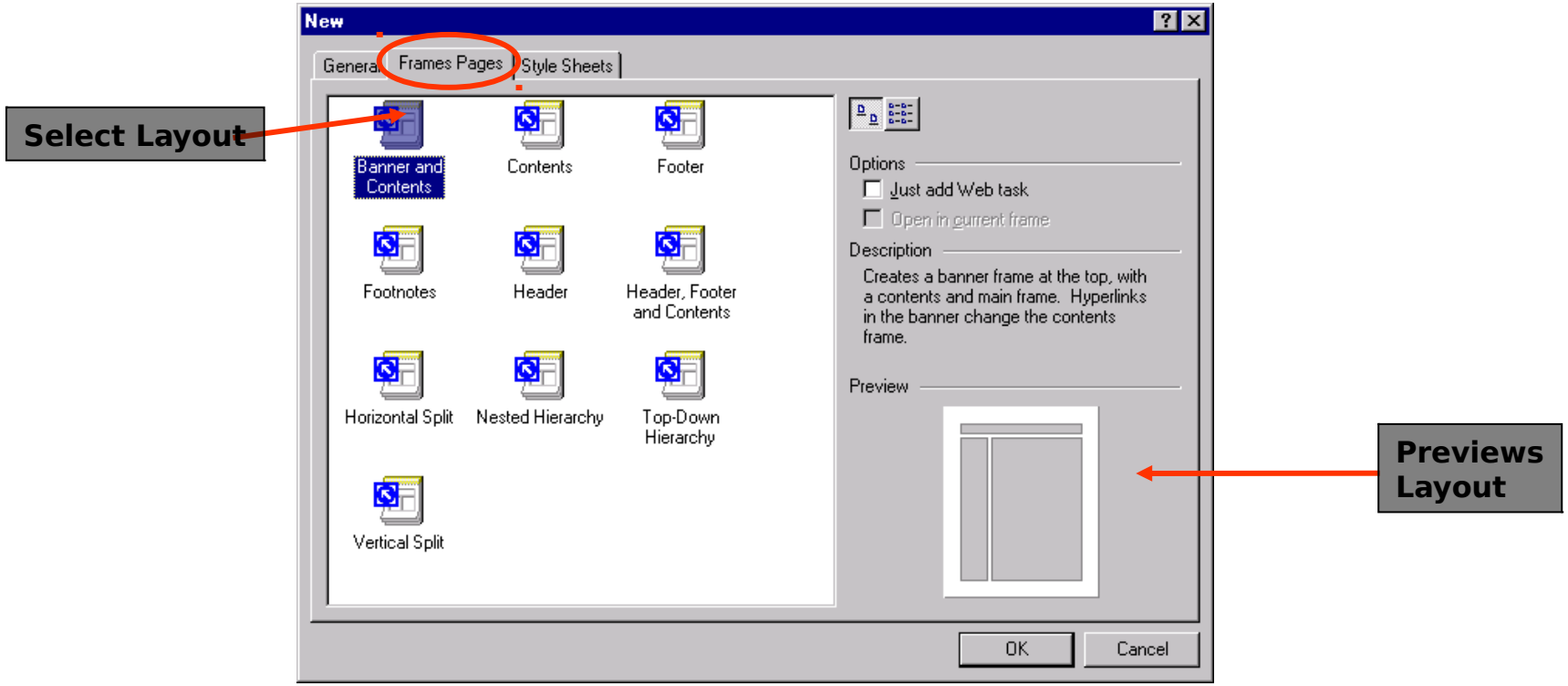


FRAMES

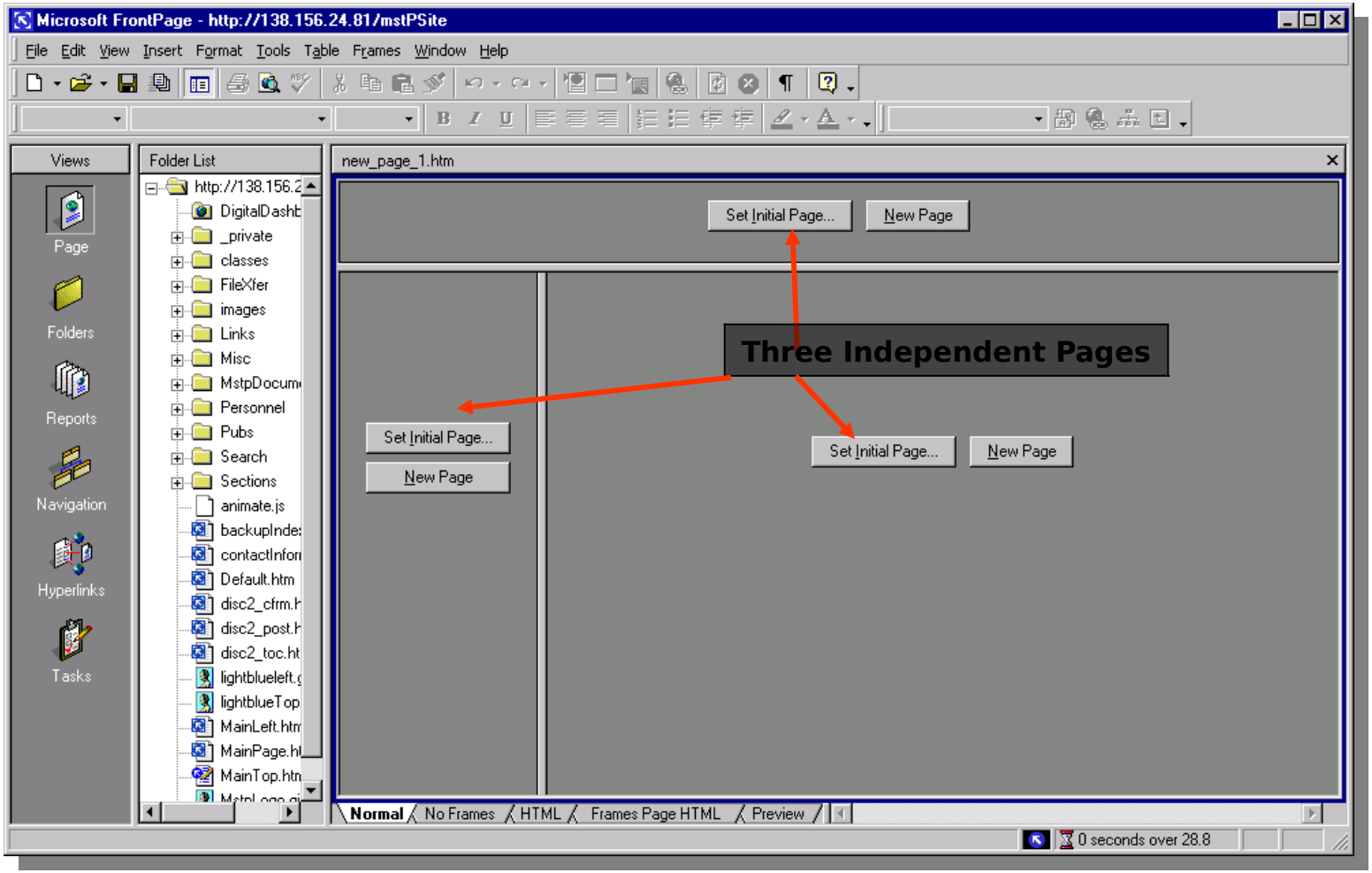
- Frames divide a browser window
  - Independent pages displayed
- Provides consistent look & feel
  - When don’t have control over sub-pages
- Can be any combination

CREATING FRAMES

File | New Page

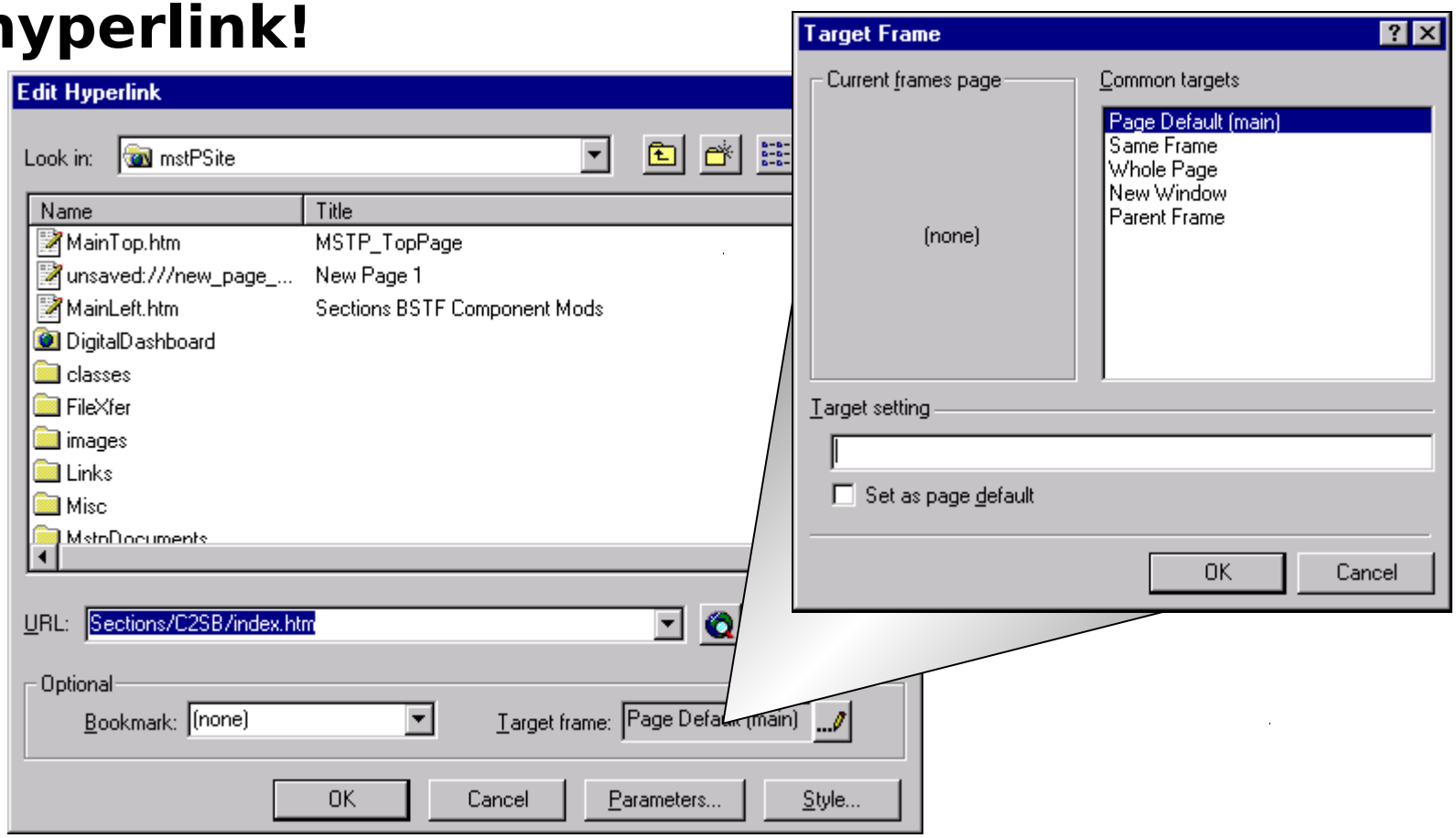


WORKING WITH FRAMES



WORKING WITH FRAMES

Must set the target window for each hyperlink!

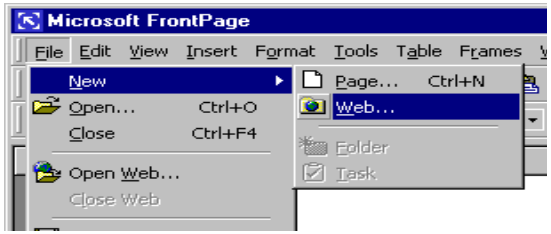


LAB 4

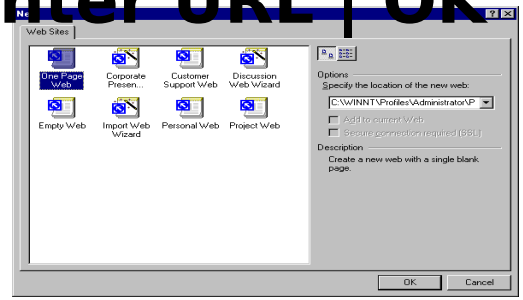
- Set up the navigation within your site
- Use shared borders / frames to create:
  - Consistent banner on top
  - Navigation on side
  - Footer on bottom

CREATE A WEB SITE

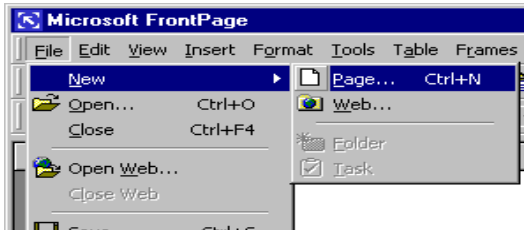
Select File | New | Web



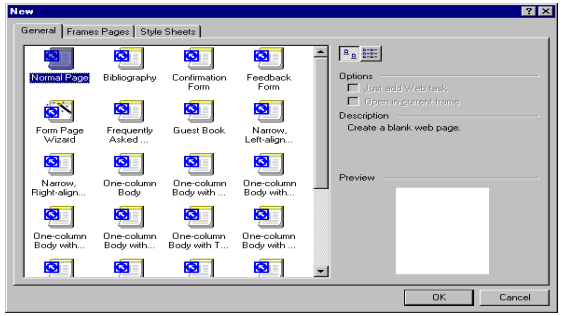
Select Web Type | Enter URL | OK



Then Select File | New | Page

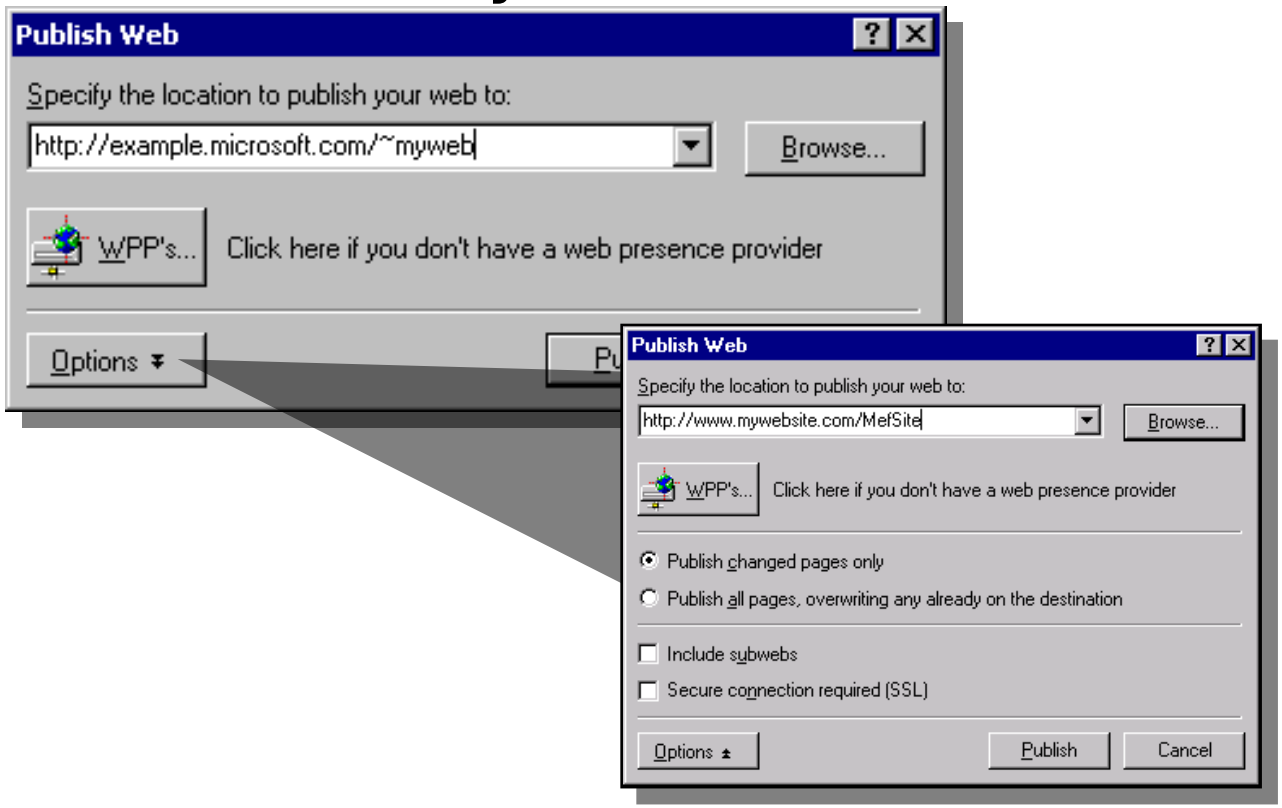


Select Page Type | OK



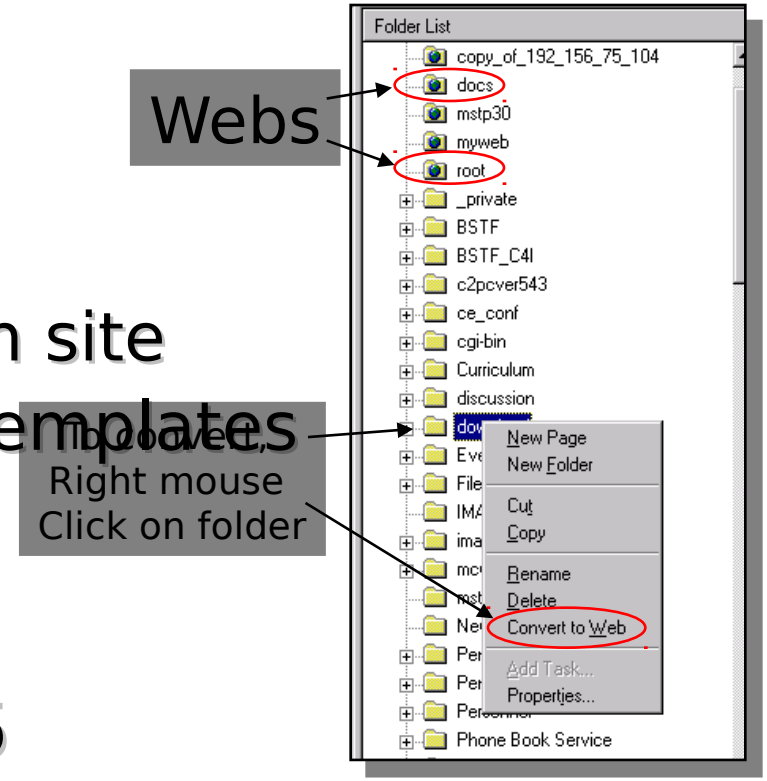
PUBLISHING WEB

- **Publishing a Web**
  - **File | Publish Web**
    - **Not necessary if on-**



CREATING A SUBWEB

- FrontPage Extensions support sub-webs
  - Autonomous
    - Security
    - Attributes
  - Sections update own site
  - Webmaster create templates
- Security
- Services
- IIS & Service Pack 5



SUMMARY

MSTP

What we covered…

Overview of web development and publishing using the USMC Standard web tool

- **Responsibilities**
- **Good web design**
- **Features of FrontPage 2000**
- **Authoring web pages**
- **Publishing web pages**
- **Organization of web sites**
- **Maintain a web site**
- **Administration of web sites**

QUESTIONS

MSTP

QUESTIONS?

UPDATES AND INFORMATION

MSTP

Visit:

- http://www.mstp.quantico.usmc.mil/
- Link to classes/collaborative solutions
- Download tools used to create collaborative solutions utilizing USMC standard software
- Share ideas
- Ask questions

CONTACT INFORMATION

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DSN 278-4315